



AGENDA
CITY COMMISSION MEETING
COMMISSION CHAMBERS, CITY HALL
MONDAY, SEPTEMBER 08, 2014 5:30 PM

1. CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

2. PROCLAMATIONS:

A. Proclamation declaring September 17 - 23, 2014 as Constitution Week

3. PRESENTATIONS:

A. Proposal from Leesburg Airport lease holders by Paul Harris

4. CONSENT AGENDA:

Routine items are placed on the Consent Agenda to expedite the meeting. If the Commission/Staff wish to discuss any item, the procedure is as follows: (1) pull the item(s) from the Consent Agenda; (2) vote on remaining items with one roll call vote, (3) discuss each pulled item and vote by roll call

A. CITY COMMISSION MEETING MINUTES:

1. Meeting held August 25, 2014
2. Meeting held July 24, 2014 - Budget
3. Meeting held August 4, 2014 - Budget

B. PURCHASING ITEMS: None

C. RESOLUTIONS:

1. Resolution of the City Commission of the City of Leesburg, Florida, authorizing the Mayor and City Clerk to execute an Agreement with The Villages of Lake Sumter, Inc., a Florida Corporation, to extend natural gas service to The Villages of Fruitland Park; and providing an effective date.

2. Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and City Clerk to execute a construction services agreement with Paqco, Inc. for the Oak Drive Water Main Upgrade project for \$343,556.00; and providing an effective date.
3. Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and City Clerk to execute a construction services agreement with Barracuda Building Corporation for the Boylston Street Stormwater Line Relocation project for \$73,900.00; and providing an effective date.
4. Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and City Clerk to execute a construction services agreement with Morris & Associates, Inc, for the Lift Station 3 & 4 Rehabilitation project for \$159,986.50; and providing an effective date.
5. Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and City Clerk to execute an amendment to an existing lease with DOPA Enterprises d/b/a Holiday Marine extending their lease for one (1) additional year; and providing an effective date.
6. Resolution of the City Commission of the City of Leesburg, Florida authorizing the Mayor and City Clerk to execute a Supplemental Joint Participation Agreement with the Florida Department of Transportation for a Focused Environmental Assessment related at the Leesburg International Airport; and providing an effective date.

5. PUBLIC HEARINGS AND NON-ROUTINE ITEMS:

- A. First reading of an ordinance amending Chapter 25 Article VI - Sign Regulations by revising Section 25-424 Permitted Signs (F) Miscellaneous Signage subsection (14) to provide for commercial advertising on government entity signs.
- B. Resolution authorizing the Public Works, Stormwater Department to apply for and accept, if awarded, grant(s) from Florida Department of Environmental Protection, Saint Johns River Water Management District and Lake County Water Authority for capital improvement projects associated with Heritage Estates Stormwater Park and Lake Griffin Stormwater Improvements.
- C. Resolution authorizing execution of a construction services agreement with T&C Underground for the Carver Heights Drainage Improvements project for \$212,673.75
- D. Appoint member of the City Commission to represent the Public Sector on the Lake Community Action Agency, Inc. Board of Directors

6. INFORMATIONAL REPORTS:

The following reports are provided to the Commission in accordance with the Charter/Ordinances. No action required.

- A. 2nd Quarter Financial Reports for Fiscal Year 2013-14

7. CITY ATTORNEY ITEMS:

8. CITY MANAGER ITEMS:

9. PUBLIC COMMENTS:

This section is reserved for members of the public to bring up matters of concern or opportunities for praise. Issues brought up will not be discussed in detail at this meeting. Issues will either be referred to the proper staff or will be scheduled for consideration at a future City Commission Meeting. Comments are limited to three minutes.

10. ROLL CALL:

11. ADJOURN:

PERSONS WITH DISABILITIES NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE HUMAN RESOURCES DEPARTMENT, ADA COORDINATOR, AT 728-9740, 48 HOURS IN ADVANCE OF THE MEETING.

F.S.S. 286.0105 "If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that for such purpose they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." The City of Leesburg does not provide this verbatim record.



AGENDA MEMORANDUM

Item No: 4.C.1.

Meeting Date: September 8, 2014

From: Jack Rogers

Subject: Resolution authorizing a Professional Service Agreement with The Villages of Lake Sumter Inc.

Staff Recommendation:

Staff recommends approval of a Professional Service Agreement with The Villages of Lake Sumter Inc. to provide natural gas service to the Villages of Fruitland Park.

Analysis:

The developer of The Villages of Fruitland Park has contacted the City of Leesburg to request natural gas service to three clubhouses in their new development located off of Hwy 466A in the City of Fruitland Park. The total expansion of the gas system will total 3.4 miles at a cost of \$180,000. The three clubhouses within the development will provide an estimated five5 year return on investment for the 1.6 miles of infrastructure within the development through the use of natural gas to heat the facility pools. The agreement requires the use of natural gas at these facilities for a minimum of 10 years. The 1.8 miles of main line required to reach the development will provide a return on investment through the anticipated commercial development along the 466A corridor. Expansion of the natural gas system fulfills the provisions of the 1983 Natural Gas Franchise Agreement that the City of Leesburg and Fruitland Park are currently honoring, preserves our service territory, and will provide the infrastructure required to serve future commercial construction.

Options:

1. Approve the Professional Service Agreement with The Villages of Lake Sumter Inc.;
2. Such alternative action as the Commission may deem appropriate.

Fiscal Impact:

Estimated cost of construction is \$180,000 and will be funded through remaining 2007 bond proceeds.

Submission Date and Time: 9/3/2014 5:38 PM

<p>Department: Gas</p> <p>Prepared by: Jack Rogers _____</p> <p>Attachments: Yes <input checked="" type="checkbox"/> No _____</p> <p>Advertised: _____ Not Required <input checked="" type="checkbox"/> _____</p> <p>Dates: _____</p> <p>Attorney Review : Yes <input checked="" type="checkbox"/> No _____</p> <p>_____</p> <p>Revised 6/10/04</p>	<p>Reviewed by: Dept. Head <u>JR</u></p> <p>Finance Dept. <u>BLM</u></p> <p>Deputy C.M. _____</p> <p>Submitted by: _____</p> <p>City Manager _____</p>	<p>Account No. <u>042-2099-532-xxxx</u></p> <p>Project No. <u>420002</u></p> <p>WF No. <u>929448/1</u></p> <p>Budget _____</p> <p>Available _____</p>
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RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
LEESBURG, FLORIDA, AUTHORIZING THE MAYOR AND
CITY CLERK TO EXECUTE AN AGREEMENT WITH THE
VILLAGES OF LAKE SUMTER, INC., A FLORIDA
CORPORATION, TO EXTEND NATURAL GAS SERVICE TO
THE VILLAGES OF FRUITLAND PARK; AND PROVIDING AN
EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG,
FLORIDA:

THAT the Mayor and City Clerk are hereby authorized to execute an agreement
with The Villages of Lakes Sumter, Inc., whose address is 1020 Lake Sumter Landing, The
Villages, Florida 32162, for The installation of natural gas service to The Villages of Fruitland
Park. .

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a
regular meeting held the 8th day of September 2014.

Mayor

ATTEST:

City Clerk



AGENDA MEMORANDUM

Item No: 4.C.2.

Meeting Date: September 8, 2014

From: DC Maudlin, Public Works Director

Subject: Resolution authorizing the execution of a construction services agreement for the Oak Drive Water Main Upgrade project.

Staff Recommendation:

Staff recommends approval of the resolution authorizing execution of an agreement with Paqco, Inc. for \$343,556.00.

Analysis:

The purpose of this project is to upgrade an existing 2-in galvanized water main by installing 3,500 feet of 6-inch DR-18 PVC water pipe along Oak Drive from Lee Street to the end of Oak Drive to the north. Construction will also include installing eight (8) fire hydrants and replacing 74 existing residential water services.

Procurement Analysis:

On July 7, 2014 the Purchasing Division issued Invitation to Bid number 140341. Notification of this opportunity by legal advertisement in the Ocala Star Banner and Orlando Sentinel was made, as well as posting on-line at the City's official bid notification site Public Purchase.

On August 7, 2014 sealed bids were received from four prospective contractors and evaluated by Purchasing and Public Works staff. The low bidder Paqco, Inc. has successfully performed previous projects for the City. The bids of all four respondents are summarized here.

SUMMARY OF BIDS

Bidder Name	Location	Base Bid	Additive Alternate	Total Cost
Paqco, Inc.	Leesburg, FL	\$279,555.00	\$64,001.00*	\$343,556.00
Beesley Construction Co. LLC	Weirsdale, FL	\$282,582.00	\$67,739.00	\$350,321.00
Pave-Rite	Lecanto, FL	\$294,372.74	\$66,495.10	\$360,867.84
Barracuda Building Corporation	Apopka, FL	\$317,652.00	\$57,967.00	\$375,619.00

* Original Additive Alternate bid was \$76,501.00.

The terms of the Invitation to Bid stipulated award to the lowest bidder would be determined using the base bid only. The City reserved the right to negotiate the cost of the additive alternate should the City decide to award the additive alternate. Pacco, Inc. submitted an additive alternate bid of \$76,501.00. The City negotiated some unit cost elements in their additive alternate bid amount. Specifically those items that were duplicated in the base bid costs. The negotiated amount of the additive alternate is \$64,001.00.

The City's Local Vendor Preference policy was not a factor in this bid evaluation as the low bidder met the requirements of a Tier 1 local vendor as defined by the policy.

Options:

1. Approve execution of the agreement with Pacco, Inc.; or
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

Funds are budgeted and available for this project.

Submission Date and Time: 9/3/2014 5:38 PM

Department: <u>Public Works</u> Prepared by: <u>Terry Pollard</u> Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Advertised: <input checked="" type="checkbox"/> Not Required <input type="checkbox"/> Dates: <u>7/06/14</u> Attorney Review : Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <u>Revised 6/10/04</u>	Reviewed by: Dept. Head _____ Finance Dept. <u>BLM,</u> Deputy C.M. _____ Submitted by: _____ City Manager _____	Account No. <u>043-3099-533-6310</u> Project No. <u>430002</u> Req. No. <u>46750</u> WF No. <u>0872089/002</u> Budget <u>\$388,166.00</u> Available <u>\$343,856.00</u>
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RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE A CONSTRUCTION SERVICES AGREEMENT WITH PAQCO, INC. FOR THE OAK DRIVE WATER MAIN UPGRADE PROJECT FOR \$343,556.00; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA:

THAT the Mayor and City Clerk are hereby authorized to execute an agreement with PAQCO, INC. whose address is 101 Weber Avenue, Leesburg, FL 34748 (email address: fay@paqcoinc.com) for the Oak Drive Water Main Upgrade pursuant to Invitation to Bid 140341.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held the 8th day of September, 2014.

Mayor

ATTEST:

City Clerk



AGENDA MEMORANDUM

Item No: 4.C.3.

Meeting Date: September 8, 2014

From: DC Maudlin, Public Works Director

Subject: Resolution authorizing execution of a construction services agreement for the Boylston Street Stormwater Line Relocation project

Staff Recommendation:

Staff recommends approval of the resolution authorizing execution of an agreement with Barracuda Building Corporation for \$73,900.00.

Analysis:

The existing stormwater system on Boylston Street includes an 18 in diameter reinforced concrete pipe running from Boylston Street under an existing home at 733 Boylston and emptying into the pond behind the residence. This project will redirect the stormwater south, around the residence, and into the pond. Once the stormwater has been diverted, the existing pipe will be filled with low strength concrete and abandoned.

Procurement Analysis:

On July 7, 2014 the Purchasing Division issued Invitation to Bid 140361. Notification of this opportunity by legal advertisement in the Ocala Star Banner and Orlando Sentinel was made, as well as posting on-line at the City's official bid notification site Public Purchase. Staff also directly notified all local contractors of this bid opportunity.

On August 7, 2014 four sealed bids were received and evaluated by Purchasing and Public Works staff. Staff has determined Barracuda Building Corporation to be the lowest responsible bidder and submitting a responsive bid. Staff verified the contractor's project references and all were favorable.

SUMMARY OF BIDS

Bidder Name	Location	Local Vendor	Total Cost	Bid Amount % Diff
Barracuda Building Corporation	Apopka, FL	No	\$73,900.00	0%
Pave-Rite	Lecanto, FL	No	\$78,420.63	5.9%
Paqco, Inc.	Leesburg, FL	Tier 1 - 5%	\$109,975.00	39.2%
Beesley Construction Co., LLC	Apopka, FL	Tier II – 2%	\$115,825.00	44.2%

The City's Local Vendor Preference policy was applied but did not result in a change to the low bidder.

Options:

1. Approve execution of the agreement with Barracuda Building Corporation; or
2. Such alternative action as the Commission may deem appropriate.

Fiscal Impact:

Funds are specifically budgeted and available for this project.

Submission Date and Time: 9/3/2014 5:38 PM

Department: <u>Public Works</u> Prepared by: <u>Terry Pollard</u> Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Advertised: <input checked="" type="checkbox"/> Not Required <input type="checkbox"/> Dates: <u>7/06/14</u> Attorney Review : Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <u>Revised 6/10/04</u>	Reviewed by: Dept. Head _____ Finance Dept. <u>BLM</u> , _____ Deputy C.M. _____ Submitted by: _____ City Manager _____	Account No. <u>014-7099-537-6310</u> Project No. <u>140002</u> Req. No. <u>46751</u> WF No. <u>0871901/002</u> Budget <u>\$75,000.00</u> Available <u>\$75,000.00</u>
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RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE A CONSTRUCTION SERVICES AGREEMENT WITH BARRACUDA BUILDING CORPORATION FOR THE BOYLSTON STREET STORMWATER LINE RELOCATION PROJECT FOR \$73,900.00; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA:

THAT the Mayor and City Clerk are hereby authorized to execute an agreement with BARRACUDA BUILDING CORPORATION whose address is 1000 Ocoee Apopka Road, Suite 400, Apopka, FL 32703 (email address: barracudabc@embarqmail.com) for the Boylston Street Stormwater Line Relocation project pursuant to Invitation to Bid 140361.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held the 8th day of September, 2014.

Mayor

ATTEST:

City Clerk



AGENDA MEMORANDUM

Item No: 4.C.4.

Meeting Date: September 8, 2014

From: DC Maudlin, Public Works Director

Subject: Resolution authorizing execution of an agreement for construction services to rehabilitate Lift Stations 3 & 4.

Staff Recommendation:

Staff recommends approval of the resolution authorizing execution of an agreement with Morris & Associates, Inc. for \$159,986.50.

Analysis:

The purpose of this project is to contract with a qualified firm to provide construction services for the rehabilitation of two lift stations. Lift stations 3 and 4 are at least 60 and 50 years old respectively. Their age and configuration make many mechanical and electrical components difficult to replace. Routine maintenance to the pumps requires a confined space entry permit and special safety precautions. This rehabilitation project will improve the system's integrity, reduce routine maintenance costs, and reduce the risk of a mechanical/electrical failure resulting in a lift station overflow causing potential health risk and environmental damage.

Procurement Analysis:

On June 19, 2014, the Purchasing Division issued Invitation to Bid 140261. Notification of this opportunity by legal advertisement was made as well as posting on-line at the City's official bid notification site Public Purchase. Staff also directly notified several local contractors of the opportunity.

On July 24, 2014, the City received four sealed bids that were evaluated by Purchasing and Public Works staff. Staff has determined Morris & Associates, Inc. submitted the most favorably priced responsive bid, and being a responsible bidder is recommended for award of a contract for this project. A summary of all bids responsive bids is included here.

SUMMARY OF BIDS

Contractor Name	Local Vendor	Lift Station 3/ Lift Station 4	Total Bid Price	Low Bid % Difference
Morris & Associates, Inc. Tavares, FL	Tier 2 - 2%	\$86,085.75 \$73,900.75	\$159,986.50	0%
L7 Construction Longwood, FL	No	\$100,787.00 \$74,000.00	\$174,787.00	8.8%
Utility Technicians Umatilla, FL	Tier II - 2%	\$111,842.00 \$80,343.00	\$192,185.00	18.3%
Village Construction Leesburg,	Tier I - 5%	\$130,900.00 \$82,900.00	\$213,800.00	28.8%

The City's Local Vendor Preference policy was applied but did not result in the change of the lowest bidder.

Options:

1. Approve execution of the agreement with Morris & Associates, Inc.; or
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

Funds for this project are specifically budgeted and available. A total estimated cost of \$164,300.00 has been allocated to this project. The total project cost will be \$159,986.50. The lower than expected bid amount will provide a savings of \$4,313.50 compared to initial estimate.

Submission Date and Time: 9/3/2014 5:38 PM

Department: <u>Public Works</u> Prepared by: <u>Terry Pollard</u> Attachments: Yes <u>X</u> No <u> </u> Advertised: <u>X</u> Not Required <u> </u> Dates: <u>6/18/2014</u> Attorney Review: Yes <u> </u> No <u> </u> <u>Revised 6/10/04</u>	Reviewed by: Dept. Head <u> </u> Finance Dept. <u> </u> Deputy C.M. <u> </u> Submitted by: City Manager <u> </u>	Account No. <u>044-4099-535-6310</u> Project No. <u>440002</u> Req. No. <u>46566</u> WF No. <u>0872366/003 & 0872368/003</u> Budget <u>\$81,377.00 & \$82,150.00</u> Available <u> </u>
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RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
LEESBURG, FLORIDA AUTHORIZING THE MAYOR AND CITY
CLERK TO EXECUTE A CONSTRUCTION SERVICES
AGREEMENT WITH MORRIS & ASSOCIATES, INC, FOR THE
LIFT STATION 3 & 4 REHABILITATION PROJECT FOR
\$159,986.50; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG,
FLORIDA:

THAT the Mayor and City Clerk are hereby authorized to execute an agreement with MORRIS & ASSOCIATES, INC. whose address is 29305 County Road 561, Tavares, FL 32778 (email address: larry@morrisassocinc.com) for Lift Station 3 & 4 rehabilitation construction services pursuant to Invitation to Bid 140261.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held the 8th day of September 2014.

Mayor

ATTEST:

City Clerk



AGENDA MEMORANDUM

Item No: 4.C.5.
Meeting Date: September 8, 2014
From: Jakki Perry, Human Services Director
Subject: Resolution authorizing a lease extension for one additional year.

Staff Recommendation:

Staff recommends approval of the resolution authorizing extension of the lease with DOPA Enterprises, Inc. d/b/a Holiday Marine for one (1) additional year.

Analysis:

On October 11, 2010 City Commission approved a lease agreement with DOPA Enterprises, Inc. to provide watercraft repair services at the Venetian Cove Marina. In the proposed Fiscal Year 2015 budget the Recreation Director position has been added. The intention is to recruit to fill this position following approval of the FY2015 budget. Extending this lease for one additional year through September 30, 2015 will afford the new director an opportunity to determine the future direction of the Venetian Gardens Marina and any changes they would like to make.

Holiday Marine has been providing good service to their patrons with no complaints being received by City staff. Accounting has confirmed Holiday Marine is current on their monthly lease payments. DOPA Enterprises, Inc. will continue to lease the location at the rate of \$550.00 per month during the additional period.

Options:

1. Approve the lease extension with DOPA Enterprises, Inc. for one year; or
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

The City will continue to receive \$550.00 per month lease payment.

Submission Date and Time: 9/3/2014 5:38 PM

Department: <u>Human Services</u> Prepared by: <u>Mike Thornton</u> Attachments: <u>Yes</u> <u>No</u> <u>X</u> Advertised: <u>Not Required</u> <u>X</u> Dates: _____ Attorney Review: <u>Yes</u> <u>No</u> _____ Revised 6/10/04	Reviewed by: Dept. Head _____ Finance Dept. <u>BLM</u> Deputy C.M. _____ Submitted by: _____ City Manager _____	Account No. <u>001-0000-362-0810</u> Project No. _____ WF No. _____ Budget _____ Available _____
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RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
LEESBURG, FLORIDA AUTHORIZING THE MAYOR AND CITY
CLERK TO EXECUTE AN AMENDMENT TO AN EXISTING
LEASE WITH DOPA ENTERPRISES D/B/A HOLIDAY MARINE
EXTENDING THEIR LEASE FOR ONE (1) ADDITIONAL YEAR;
AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG,
FLORIDA:

THAT the Mayor and City Clerk are hereby authorized to execute an agreement with **DOPA Enterprises, Inc., d/b/a/ Holiday Marine** whose address is 1126 North Blvd., East Leesburg, FL 34748 for the purpose of providing watercraft repair services for the Venetian Garden Marina. This is a one (1) year term unless terminated earlier in accordance with the terms of the lease agreement. Monthly rent of \$550 shall be paid monthly to the City of Leesburg.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held the 8th day of September 2014.

Mayor

ATTEST:

City Clerk



AGENDA MEMORANDUM

Item No: 4.C.6.

Meeting Date: September 8, 2014

From: Leo Treggi, Airport Manager

Subject: Resolution approving the execution of a Supplemental Joint Participation Agreement (SJPA) with the Florida Department of Transportation (FDOT).

Staff Recommendation:

Staff recommends the approval of the SJPA with the FDOT.

Analysis:

This Supplemental Joint Participation Agreement is to conduct a Focused Environmental Assessment related to the construction of a Seaplane Ramp at the Leesburg International Airport.

In accordance with Federal Aviation Administration's (FAA) regulations, the Airport is required to complete a Focused Environmental Assessment (FEA) prior to designing and constructing the taxiway for the Seaplane Ramp. Based on the results of the FEA, the engineers will be able to determine the exact measures required for this project and move forward in a prudent, economical, and logical manner with the design and construction.

The environmental factors need to be identified prior to initiating the design phase. This FEA includes the tasks necessary to prepare conceptual options for the design, identify the environmental impacts, identify the mitigation alternatives, establish the permitting requirements, and provide costs for each of those alternatives and set the course for the best design solution leading to construction. The information in this report will form the basis for the final design.

The FEA is the first step of the Seaplane Ramp project and it will be followed by the Design Phase.

Options:

1. Approve the execution of the Supplemental Joint Participation Agreement; or
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

The total cost of the FEA is \$30,087.30; however, this SJPA is a substitution of the Scope of Services of the original Joint Participation Agreement (JPA) only. Therefore, there is no fiscal impact at the moment.

The original JPA was approved by the Commission on June 10, 2013 for a total cost of \$182,050.00 (\$145,640.00 FDOT and \$36,410.00 Airport) to fund the design, permitting, bidding, and construction services associated with the project to extend Taxiway "A" (part of the Seaplane Ramp

project). However, the Scope of Services did not include the FEA, which is a prerequisite to the Design Phase. Accordingly, at this moment we are substituting the services above for the FEA. Once the FEA is complete, the services above will be readjusted.

Submission Date and Time: 9/3/2014 5:38 PM

Department: <u>Airport</u> Prepared by: <u>Leo Treggi</u> Attachments: Yes <u>X</u> No <u> </u> Advertised: <u> </u> Not Required <u>X</u> Dates: <u> </u> Attorney Review : Yes <u> </u> No <u>X</u> <u> </u> Revised 6/10/04	Reviewed by: Dept. Head <u> </u> Finance Dept. <u> </u> Deputy C.M. <u> </u> Submitted by: City Manager <u> </u>	Account No. <u> </u> Project No. <u> </u> WF No. <u> </u> Budget <u> </u> Available <u> </u>
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RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA AUTHORIZING THE MAYOR AND CITY CLERK TO EXECUTE A SUPPLEMENTAL JOINT PARTICIPATION AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION FOR A FOCUSED ENVIRONMENTAL ASSESSMENT RELATED AT THE LEESBURG INTERNATIONAL AIRPORT; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA:

THAT the Mayor and City Clerk are hereby authorized to execute a Supplemental Joint Participation Agreement with the Florida Department of Transportation, whose address is Special Projects Section, MS 4-520, 719 South Woodland Blvd., Deland, FL 32720, for a Focused Environmental Assessment at the Leesburg International Airport, FM No. 434305 1 94 01.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held the 8th day of September 2014.

John Christian, Mayor

ATTEST:

Betty M. Richardson, City Clerk



AGENDA MEMORANDUM

Item No: 5A.

Meeting Date: September 8, 2014

From: Bill Wiley, AICP, Community Development Director

Subject: Ordinance amending the Code of Ordinances Chapter 25 Article VI Sign Regulations by revising Section 25-424 Permitted Signs (F) Miscellaneous Signage subsection (14) to provide for commercial advertising on government entity signs.

Staff Recommendation:

The Planning staff and Planning Commission recommend approval of the referenced amendment to the Code of Ordinances Chapters Chapter 25 Land Development Code Section 25-424 Permitted Signs (F) Miscellaneous Signage subsection (14).

Analysis:

The City Commission has indicated a desire to enhance and improve the visual impact of City public signs and provide for the ability to display emergency alerts especially for "Gateway Signs". To that end, staff has developed this amendment to address these concerns through a partnership with the private sector to provide new "Gateway Signage" at no cost to the City with the addition of electronic commercial advertising.

In order to accomplish this goal, staff has prepared the following amendment to the Land Development Code which is necessary for the City Commission to provide for the addition of electronic commercial advertising to City "Gateway Signs".

Options:

1. Approve the recommended amendments to the Code of Ordinances Chapter 25 Land Development Code.
2. Other such action as the Commission may deem appropriate.

Fiscal Impact:

There should be no fiscal impact to the City with this proposed change.

Submission Date and Time: 9/3/14 5:38 PM

Department: Community Development Prepared by: Bill Wiley, AICP Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Advertised: <input type="checkbox"/> Not Required <input type="checkbox"/> Dates: _____ Attorney Review : Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> _____ Revised 6/10/04	Reviewed by: Dept. Head <input type="checkbox"/> BW _____ Finance Dept. _____ Deputy C.M. _____ Submitted by: _____ City Manager _____	Account No. _____ Project No. _____ WF No. _____ Budget _____ Available _____
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ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF LEESBURG, FLORIDA, AMENDING THE CODE OF ORDINANCES OF THE CITY OF LEESBURG, CHAPTER 25 ARTICLE VI - SIGN REGULATIONS BY REVISING SECTION 25-424 - PERMITTED SIGNS (F) MISCELLANEOUS SIGNAGE SUBSECTION (14) TO PROVIDE FOR COMMERCIAL ADVERTISING ON GOVERNMENT ENTITY SIGNS; REPEALING CONFLICTING ORDINANCES; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

BE IT ENACTED BY THE PEOPLE OF THE CITY OF LEESBURG, FLORIDA:

SECTION I.

Chapter 25 Zoning of the Code of Ordinances of the City of Leesburg, Florida, is hereby amended as follows:

ARTICLE VI - SIGN REGULATIONS

Section 25-424. - Permitted signs

(f) Miscellaneous signage

- (14) Government entity signs shall be permitted in any district for a public purpose and may include intermittent electronic commercial advertising as long as the primary purpose of the sign is for a public purpose with the ability to display emergency alerts. All City of Leesburg government signs shall require ~~upon~~ approval of the City Commission and are exempt from the requirements for signs. Government traffic signs in the right-of-way are exempt from the requirement of City Commission approval.

Under lined indicates new language

~~Strikethrough~~ indicates deleted language

SECTION II.

If any portion of this ordinance is declared invalid or unenforceable, then to the extent it is possible to do so without destroying the overall intent and effect of this ordinance, the portion deemed invalid or unenforceable shall be severed herefrom and the remainder of this ordinance shall continue in full force and effect as if it were enacted without including the portion found to be invalid or unenforceable.

SECTION III.

All ordinances or parts of ordinances which are in conflict with this ordinance are hereby repealed, to the extent necessary to alleviate the conflict, but shall continue in effect insofar as they are not in conflict herewith, unless repeal of the conflicting portion destroys the overall intent and effect of any of the conflicting ordinances, in which case those ordinances so affected shall be hereby repealed in their entirety.

SECTION IV.

This ordinance shall become effective upon its passage and adoption according to law.

PASSED AND ADOPTED at the regular meeting of the City Commission of the City of Leesburg, Florida, held on the _____ day of _____, 2014.

THE CITY OF LEESBURG, FLORIDA

BY: _____
Mayor John Christian

Attest: _____
City Clerk Betty Richardson



AGENDA MEMORANDUM

Item No: 5B.

Meeting Date: September 8, 2014

From: Darel Craine, Deputy Director of Public Works

Subject: Resolution authorizing the Public Works, Stormwater Department to apply for and accept, if awarded, grant(s) from Florida Department of Environmental Protection, Saint Johns River Water Management District and Lake County Water Authority for capital improvement projects associated with Heritage Estates Stormwater Park and Lake Griffin Stormwater Improvements.

Staff Recommendation:

Staffs recommends approval of applying for and accepting, if awarded, grant funding for Stormwater projects associated with Heritage Estates and Lake Griffin.

Analysis:

The Heritage Estates and Lake Griffin projects are currently in the ten-year capital improvement plan. The grants we seek are fifty percent matching fund grants, which would allow the City to complete construction at a reduced cost. Savings associated with the grants will be used to accomplish other projects.

Options:

1. Approve the request to apply for the cost sharing grant; or
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

The estimated total cost for both projects is \$640,000.00, if funds are awarded this would offset the City's costs.

Submission Date and Time: 9/3/2014 5:38 PM

Department: <u>Public Works / Stormwater</u> Prepared by: <u>Tracey Dean</u> Attachments: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Advised: <input type="checkbox"/> Not Required <input type="checkbox"/> Dates: _____ Attorney Review : Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> _____ Revised 6/10/04	Reviewed by: Dept. Head _____ Finance Dept. _____ Deputy C.M. _____ Submitted by: _____ City Manager _____	Account No. <u>014-7099-537-6310</u> Project No. <u>140002</u> WF No. _____ Budget _____ Available _____
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RESOLUTION NO. _____

RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
LEESBURG, FLORIDA AUTHORIZING THE PUBLIC WORKS,
STORMWATER DEPARTMENT TO APPLY FOR AND ACCEPT,
IF AWARDED, GRANT(S) FROM FLORIDA DEPARTMENT OF
ENVIRONMENTAL PROTECTION, SAINT JOHNS RIVER
WATER MANAGEMENT DISTRICT AND LAKE COUNTY
WATER AUTHORITY FOR CAPITAL IMPROVEMENT
PROJECTS ASSOCIATED WITH HERITAGE ESTATES
STORMWATER PARK AND LAKE GRIFFIN STORMWATER
IMPROVEMENTS.

BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG,
FLORIDA:

THAT the Mayor and City Clerk are hereby authorized to execute an agreement
with any or all of the three grant funding agencies listed above.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a
regular meeting held the 8TH day of September 2014.

Mayor

ATTEST:

City Clerk



AGENDA MEMORANDUM

Item No: 5C.

Meeting Date: September 8, 2014

From: Ken Thomas, Housing & Economic Development Director

Subject: Resolution authorizing execution of a construction services agreement for the Carver Heights Drainage Improvement project.

Staff Recommendation:

Staff recommends approval of the resolution authorizing the execution of an Agreement with T&C Underground, Inc. for the Carver Heights Drainage Improvements for a total cost of \$212,673.75.

Analysis:

The purpose of this project is to improve the stormwater drainage at the corner of Beecher Street and Griffin Road. Following medium to heavy rains this corner will flood from stormwater runoff. This project generally involves the installation of new drains, structures, and pipe along Beecher Street and Griffin Road. The new construction will direct runoff through the new system to a new outlet installed in the existing open trench that runs along Red Raider Road.

Work on this project will require coordination with Carver Middle School as the sidewalk that runs along Griffin Road from Beecher Street to Red Raider Road will need to be removed and a temporary sidewalk provided during construction.

The Leesburg City Commission authorized acceptance of a grant from the State of Florida, Department of Economic Opportunity on April 22, 2013, pursuant to resolution 9177. The grant funds from the Florida Small Cities Community Block Grant (CDBG) Program Contract Number 13DB-OI-06-45-02-N-25 will be used for this project.

Procurement Analysis:

On May 27, 2014, the Purchasing Division issued Invitation to Bid number 140281. Notification of this opportunity was made by legal advertisement in the Ocala Star-Banner and Orlando Sentinel as well as posting online at the City's official bid notification site Public Purchase.

On June 26, 2014 five sealed bids were received from five prospective contractors. Bids were evaluated by staff which determined T&C Underground, Inc. submitted the most favorable, responsive and responsible bid response. A survey of references revealed the contractor has successfully performed similar contracts for municipalities and private enterprises.

The grant agreement and funding requirements carry a participation goal for Minority/Woman/Disadvantaged Business Enterprises (MBE/WBE/DBE). Contractors submitting bids must make a good faith effort to meet the participation goals. Following award and contract approval by the City Commission the Florida Department of Economic Opportunity

(DEO) will perform a desk audit on the procurement process, bid(s) received, and the contract to insure the requirements of the grant agreement were met. Following the desk audit the DEO will issue an audit report. One outcome of the audit report could be not approving the bid submitted by the low bidder. Should that happen the agreement would be terminated and the evaluation process would begin with direction from the DEO.

SUMMARY OF BIDS

BIDDER		Total Bid Amount
T&C Underground, Inc.	Ocala, FL	\$212,673.75
L&SF Engineering Consultant, Corp.	Palm Harbor, FL	\$237,163.00
Paqco, inc.	Leesburg, FL	\$259,763.75
Stage Door II	Apopka, FL	\$272,466.00
Beesley Construction Co. LLC	Weirsdale, FL	\$342,163.00

This project is funded with State and Federal grant monies. State and Federal procurement code do not allow for a geographic based preference such as the City's Local Vendor Preference Policy. Therefore the City's Local Vendor Preference policy is not permitted to be applied to this solicitation.

Options:

1. Approve execution of the agreement with T&C Underground, Inc.;
2. Such alternative action as the Commission may deem appropriate

Fiscal Impact:

Funds are available in the account listed here.

Submission Date and Time: 9/3/2014 5:38 PM

Department: <u>Economic Development</u> Prepared by: <u>Terry Pollard</u> Attachments: Yes <u>X</u> No <u> </u> Advertised: <u>X</u> Not Required <u> </u> Dates: <u>5/26/14</u> Attorney Review : Yes <u> </u> No <u>X</u> <u>Revised 6/10/04</u>	Reviewed by: Dept. Head <u> </u> Finance Dept. <u> </u> Deputy C.M. <u> </u> Submitted by: City Manager <u> </u>	Account No. <u>014-7099-537-6310</u> Project No. <u>140002</u> Req. No. <u>46708</u> WF No. <u>0835867/002</u> Budget <u>\$245,000.00</u> Available <u>\$245,000.00</u>
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RESOLUTION NO. _____

**RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
LEESBURG, FLORIDA AUTHORIZING THE MAYOR AND CITY
CLERK TO EXECUTE A CONSTRUCTION SERVICES
AGREEMENT WITH T&C UNDERGROUND FOR THE
CARVER HEIGHTS DRAINAGE IMPROVEMENTS PROJECT
FOR \$212,673.75; AND PROVIDING AND EFFECTIVE DATE.**

WHEREAS the City has entered into an agreement with the State of Florida Department of Economic Development (DEO) with the execution of Program Contract Number 13DB-OI-06-45-02-N-25 providing funds for the work to be performed under this construction services agreement.

**BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF LEESBURG,
FLORIDA:**

THAT the Mayor and City Clerk are hereby authorized to execute an agreement with T&C UNDERGROUND, INC. whose address is 7490 SW 38th Avenue, Ocala, FL 34476 (email address: caso265@aol.com) for the Carver Heights Drainage Improvements project pursuant to Invitation to Bid 140281.

THAT this resolution shall become effective immediately.

PASSED AND ADOPTED by the City Commission of the City of Leesburg, Florida, at a regular meeting held the 8th day of September 2014.

Mayor

ATTEST:

City Clerk



AGENDA MEMORANDUM

Item No: 5D.

Meeting Date: September 8, 2014

From: Betty M. Richardson, City Clerk

Subject: City of Leesburg Commissioner Appointment to the Lake Community Action Agency Board of Directors

Staff Recommendation:

The Commission is to determine the City of Leesburg representative to the Lake Community Action Agency Board of Directors

Analysis:

The Commission each year appoints a Commissioner to serve on the LCAA Board of Director. Mayor Christian was appointed as the City's representative and Commissioner Polk were appointed as the alternate for the current year.

The City's elected member will be presented as a nominee to the LCAA Board of Directors at its Annual Board of Directors Dinner/Awards meeting Friday, November 7, 2014 at 6:30 p.m. at the Eustis Community Center.

Options:

1. Reappoint Mayor Christian and select an alternate to serve on the Board
2. Appoint a new representative and select an alternate to serve on the Board; or
3. Such alternative action as the Commission may deem appropriate

Fiscal Impact: None

Submission Date and Time: 9/3/2014 5:38 PM

Department: _____ Prepared by: _____ Attachments: Yes____ No ____ Advertised: _____ Not Required _____ Dates: _____ Attorney Review : Yes____ No ____ _____ Revised 6/10/04	Reviewed by: Dept. Head _____ Finance Dept. _____ Deputy C.M. _____ Submitted by: _____ City Manager _____	Account No. _____ Project No. _____ WF No. _____ Budget _____ Available _____
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